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Project ID: 32

Project title: IIC Data Management

Technical Stack:

Frontend	HTML, CSS, Javascript
Backend	PHP Laravel
Database	MySQL
API	RESTful API

1. Introduction

1.1. Purpose:

This document is to describe the process and the workflow of the IIC Data Management (IIC Portal). It will explain the systematic flow and features of the system.

1.2. Problem Statement

The nonsystematic and randomness of the data make the task of uploading the report file to the IIC Portal more time consuming and difficult with problems like:

1. **Inconsistent Formatting:** When data is not structured consistently throughout the report, it becomes challenging to extract and organize the necessary information for uploading.
2. **Data Errors:** Errors in the data, such as typos, inaccuracies, or inconsistencies, can complicate the uploading process and may require manual correction before submission.
3. **Duplicate Entries:** Duplicate entries can cause confusion and errors during the upload process, requiring extra time to identify and resolve these issues.
4. **File Size Limitations:** Large file sizes can make it difficult to upload the report to the IIC Portal, especially if there are restrictions on the maximum file size allowed.

And many more.

1.3. Scope of the Project:

- This system will serve as a portal which enables the staff to upload the stage 1 data for the Self-driven activity and wait for the approval, on successful verification the staff can conduct the specific activity on the allotted venue and can upload the stage 2 data for the activity within the deadline and claim their rewards.
- The Administrator can have a detailed and organized information on the Self-driven activity which are conducted by the staff group. Other than that, the administrator can upload the details on Calendar activity, Celebration activity, MIC-driven activity and also on EDC and Startups.

2. System Overview:

2.1. Users:

1. **Admin (admin):**

   The Admin can assign reviewers and events to the respective Staffs .

   Admin can view reviewers performance, ongoing and completed events.

2. **Reviewer (Super user):**

   They are responsible for reviewing the data and to take a decision whether to approve the data or not.

   If rejected must note the reason for the rejection.

3. **Users:**

   Users are staff who are undertaking the events on their own. This activity comes under Self-driven Activity.

   Add stage-1 data so that reviewers can review it.

   If Approved conduct the event or else Edit the existing data.

   After the event completion add stage-2 data for the review.

   If Approved process completed or else edit the existing stage-2 data only.

2.2. Features:

1. **Authentication:**

With Google OAuth 2.0 integration, login is streamlined for users within your organization (e.g., @bitsathy.ac.in) while unauthorized accounts are restricted.

2. **Creating Self-driven activity:**

user can propose their own initiatives for entrepreneurship or innovation through the IIC Portal. Upon approval, completing the activity and submitting proof unlocks their rewards.

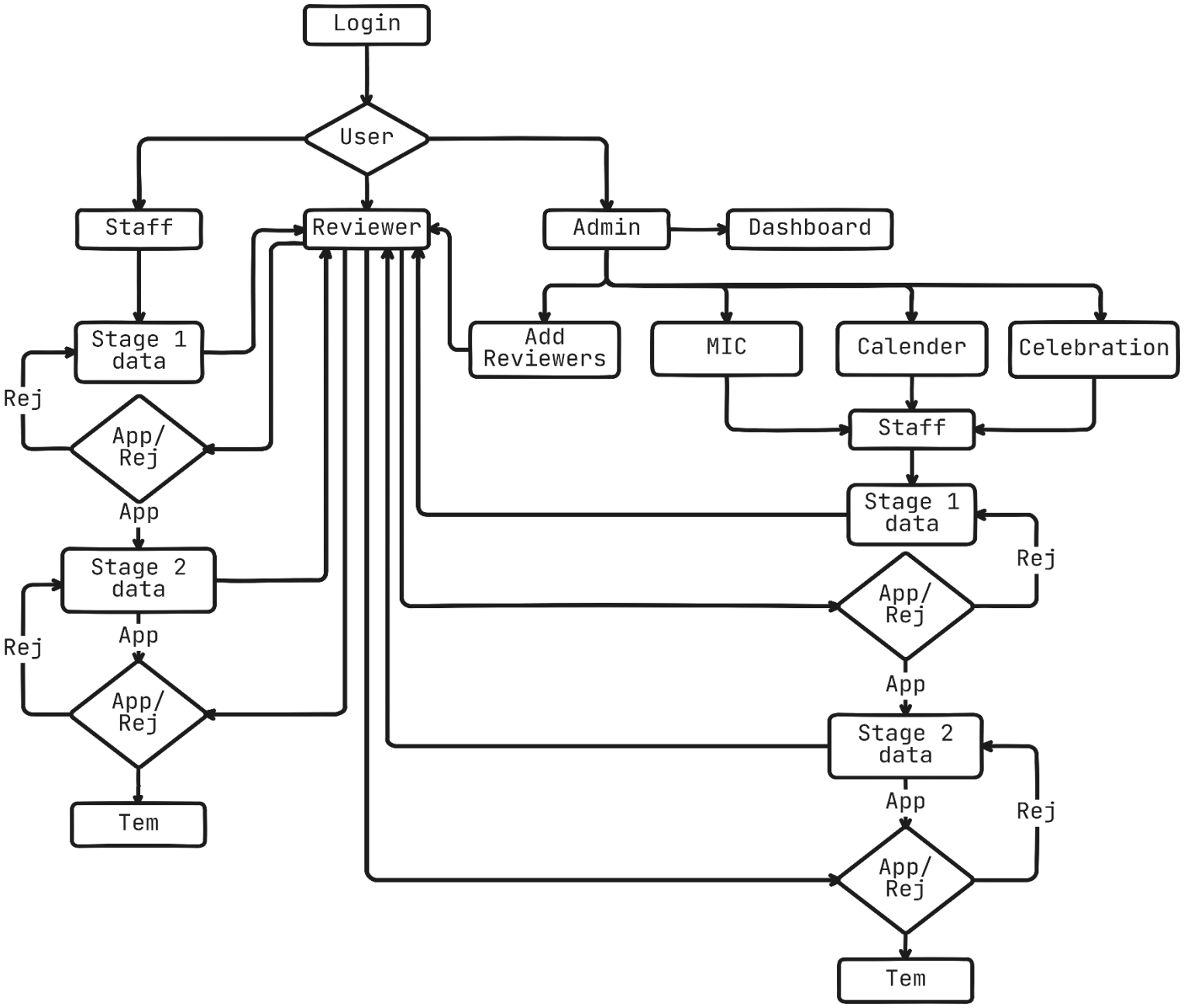
3. **Activity Status:**

User and admin can view their activity status in the event logger page under the self-driven activity.

4. **Admin Access:**

Admin can approve or reject the activity at any time and also add new activity on the IIC Portal.

3. Flow chart:



3.1. Functional Requirements:

1. **User Management:**

The IIC Portal provides user management such as:

- The system must allow staff to register and create accounts using their institutional email addresses.
- The system should have functionalities for staff profile management

2. **Activity Proposal System:**

   The IIC Portal must have the followings:

   - The system should allow staff to submit proposals for their self-driven activities.
   - Proposals should include details like activity description, objective, time and outcome.

3. **Approval Workflow:**

   The IIC Portal should have a designated team or role responsible for reviewing staff proposals. The system should facilitate the review process with functionalities like status tracking, reviewer comments, and approval/rejection decisions.

4. **Proof Submission:**

   The following are the requirements for proof submission:

   - Once a proposal is approved, staff should be able to submit proof of completing their activity.
   - The system should allow uploading documents, photos, or other evidence formats.

- It should allow the staff to edit the logger which has been rejected.

3.2. Non-Functional Requirements:

1. Performance:

The system should be able to handle a high volume of staff users and activity proposals without significant delays. Page load times and response times for user interactions should be within acceptable limits.

2. Security:

- The system should employ secure user authentication methods.
- Data security is crucial, ensuring staff information, activity proposals, and proof of completion are protected from unauthorized access.

3. Scalability:

The system should be designed to accommodate future growth in the number of users, activities, and reward programs. This might involve using scalable architecture or infrastructure.

4. Error Handling:

The system should handle errors gracefully, providing clear and informative messages to users encountering issues during proposal

submissions, proof uploads, etc. Robust error logging can be beneficial for troubleshooting and identifying potential problems.